

Memorandum

*Making Conservation
a California Way of Life.*

To: SUPERVISORS AND MANAGERS
Department of Transportation

Date: February 1, 2018

From: *Clark Paulsen, for*
CLARK PAULSEN, Chief
Division of Accounting

Michelle Tucker
MICHELLE TUCKER, Chief
Division of Human Resources

Subject: **Roles and Responsibilities for Supervisors/Managers Approving Employees Travel Expense Claim (TEC)**

This memo serves to highlight the roles and responsibilities of supervisors in properly determining and establishing employee headquarters locations and in approving Travel Expense Claims (TECs).

It is the responsibility of the supervisor approving the TEC to determine the accuracy and propriety of reimbursements claimed. In particular, when approving the TEC, Supervisors and Managers must certify the following:

- The Employee's Headquarters listed on the TEC is accurate and consistent with 2 CCR § 599.616.1, which states in part:

"Headquarters shall be established by the appointing power for each state officer and employee and shall be defined as the place where the officer or employee spends the largest portion of his/her regular workdays or working time, or the place to which he/she returns upon completion of special assignments, or as the Department may define in special situations."

- The Authorization to Use Privately Owned Vehicles on State Business form on file with the approving supervisor is current when claiming private vehicle mileage. See related PIB https://hr.onramp.dot.ca.gov/downloads/hr/files/PIBs/2017/PIB17_34.pdf

Information regarding the California Department of Human Resources (CalHR) travel rules and Caltrans travel policies may be located within Caltrans Division of Accounting Travel Guide.

If you have any questions or need additional information, please contact Paul Hinnant at (916) 227-8876 or Andrea Hernandez (916) 227-7893.

c: Norma Ortega, Chief Financial Officer
Cris Rojas, Deputy Director Administration
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